
UNIVERSITY OPERATING PROCEDURE

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Title: Salary Overpayment

Overview

On occasion, employees may be erroneously or improperly paid more than is owed to them. This University Operating Procedure sets forth the steps necessary to identify, remedy, and recoup salary overpayments to University employees. The University will pursue recovery in full, regardless of how the overpayment occurred. Even if the overpayment was the University's error and through no fault of the employee; employees may not keep or convert to their own use University funds delivered by mistake.

Employees are required to contact Payroll Services immediately if they believe they have received an overpayment. In the case of federally sponsored awards, the University is not eligible to draw funds for unallowable expenditures, such as overpayments. Failure to correct the overpayment puts the University out of compliance with federal law and with the terms of its awards

Applicability of the Procedure

This Operating Procedure applies to all responsible for making timely and accurate salary payments to University employees.

Department administrators or principal investigators who handle payroll matters are responsible for reviewing the Operating Budget Report and the Monthly Budget Report. Projects each pay period to ensure that there are no discrepancies in employees' pay for that period. Upon discovering that an employee has been issued a paycheck in error, or that an amount paid was erroneous, the department administrator shall notify Payroll Services and review the employee's payroll and departmental records to determine the source of the error.

Any other person becoming aware of a salary overpayment must report it to Payroll Services, to their immediate supervisor and to another appropriate high-level University official.

If Payroll Services becomes aware of salary overpayments, they will report it to the department administrator and the employee affected.

Payroll Services will work with the department administrator and employee to correct the overpayment. Payroll Services will calculate the amount paid in error, accounting for taxes and other amounts withheld, and
